

**CITY of CHELSEA**  
**POSITION DESCRIPTION**

**JOB TITLE:** Senior Housing Development Project Manager

**DEPARTMENT:** Planning & Community Development

**UNION AFFILIATION:** Steel Workers

**PAY CLASS/GRADE:** 9

**Summary Statement of Duties:**

Responsible for coordination and project management of the City's housing development projects. Professional work in meeting the City's comprehensive housing agenda. Under direction of the Assistant Director, evaluate and effectuate City funding and investment toward development of private and non-profit housing efforts. Responsible for housing program development and grant management, seeking financing from a variety of funding sources, and for operation and monitoring of City's current CDBG-funded housing rehabilitation and code enforcement programs.

**Supervision Received:** Assistant Director

**Supervision Exercised:** None

**ESSENTIAL JOB FUNCTIONS and DUTIES:**

Implement through project development and management, the City's housing policy and its elements with specific emphasis on an affordable housing agenda.

Provide guidance and expertise for creation and preservation of affordable housing units in the City.

Work effectively with staff, other departments and agencies, funding sources and private contractors toward accomplishing the City's housing agenda;

Grant development, grant application preparation, report writing and funds management for CDBG and HOME grants and other state and federal housing related grant programs that may be available.

Work under direction of Assistant Director in the development of an annual program application for the Massachusetts Small Cities Program (CDBG), assist in preparation of the grant application, supervise program subcontractors and assure compliance with grant guidelines and reporting;

Provide project oversight and expertise in all department-related and/or department-funded housing development projects including project financing and feasibility, budgeting, design review, and construction supervision and monitoring of affordability restrictions for private and non-profit housing developments.

Maintain interdepartmental relationships and strategies to advance the City's housing agenda. Work in support of maintaining maximum funding through city, state and federal sources.

Represent the Department in multi departmental efforts (Department of Health and Human Services, Inspectional Services Department) for comprehensive community programs to address family health and housing quality standards.

Supervise programs toward elimination of housing blight.

Supervise sub-contractors for assuring contract obligations are met.

Supervise subcontractors for related social services in meeting home ownership development opportunities.

Provide extensive technical assistance and guidance to local non-profit housing development corporations, their partners and associates in development long term affordable housing that meets the goals of the City of Chelsea.

May be delegated to represent the City on boards and local and regional committees for housing initiatives. Community liaison with local housing advocacy groups and non-profit housing providers.

Assist in the preparation and report writing of documents such as required grant reports and the Consolidated Plan and Fair Housing Report.

**OTHER DUTIES AND RESPONSIBILITIES:**

As designated, may act on behalf of the Director of Planning & Development or Assistant Director in housing matters and concerns.

Work with the Finance Director to maintain thorough and accurate grant and funding reporting procedures and to expedite clear meaningful financial statements.

**QUALIFICATIONS**

**Education/ Experience**

BS/BA in Public Policy, Urban Studies, Business Administration, Construction fields or a related field of study and three years experience in private or municipal housing development and public housing administration; and/or Masters Degree with two years professional experience in related field. A combination of relevant education and experience will be considered. This position requires a strong theoretical basis gained through education as well as practical experience.

**Skills, Knowledge and Abilities**

Working knowledge of general urban housing & planning principles.

Understanding of municipal housing policy, neighborhood development and housing markets and trends. Experience in administration of housing programs, including funding and strategies to create safe and affordable housing. Experience in housing development and management, project budgeting, and construction supervision for private and non-profit housing developments. Experience with grant funding and management.

Experience with program development. Strong writing and organizational skills.

Solid and varied experience in Massachusetts real estate and land use law; statutes applicable to housing construction and financing; familiarity with State and Federal housing policy and regulations.

Ability to manage a varied portfolio of project management responsibilities.

Very good communication skill; ability to meet and deal effectively with general citizenry, non-profit organizations, and the business community toward project completion.

**COMMENTS OR SPECIAL CONSIDERATIONS**

Tactful and effective in both written and oral communication.

Bi-lingual (Spanish) helpful.